

U.S. GOVERNMENT PRINTING OFFICE
Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**BLM, USGS, and USDA Process Color Printing
(Booklets, Pamphlets, and Brochures)**

as requisitioned from the U.S. Government Printing Office (GPO) by the

**U.S. Department of Interior
Bureau of Land Management (BLM)
for Colorado, Montana, Oregon, and Wyoming
&
U.S. Geological Survey
WRD Colorado District
for Denver, Colorado
&
U.S. Geological Survey
Reports Unit
for Tacoma, Washington
&
USDA-Forest Service
for Alaska**

Single Award

NOTICE TO BIDDERS: The term of this contract is for one year **and up to four option years** beginning September 1, 2000. Special attention should be directed to the following clauses in Section 1 of this contract: **"ECONOMIC PRICE ADJUSTMENT", "LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS", and "NOTIFICATION"**.

The Government may extend the term of this contract by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this provision. The total duration of this contract, including the exercise of any options under this clause shall not exceed five years.

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Denver, Colorado time, on August 23, 2000.

NOTICE: All product tolerances will be evaluated to the specified inch/pound requirements. The corresponding metric measurements indicated are for informational purposes only. At a future date metric measurements will be used exclusively in all specifications.

For information of a technical nature call (303) 236-5292 (No collect calls).

SECTION 1. - GENERAL TERMS AND CONDITIONS

CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Invitation for Bid will be subject to the applicable articles of GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. May 1999)); Quality Assurance Through Attributes Program, (GPO Pub. 310.1, effective May 1979 (Rev. April 1996)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels & standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes - Level II.
- (b) Finishing Attributes - Level II.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets
* Where electronic files are furnished, the Specified Standard in the absence of hard copy proofs and/or originals will be uniformity of image throughout the press run.	

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Camera copy, Government furnished negatives, average type dimension in publication.
- P-8. Camera copy, Government furnished negatives.
- P-9. Government furnished sample, color swatch, Process Color Imaging Guide 2000.
- P-10. Progressive proofs, Government furnished sample.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Bidders are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

DEFINITION OF RECOVERED MATERIALS IN PAPER PRODUCTS: Recovered materials shall mean "recovered fiber" or "postconsumer fiber" as defined in "**Government Paper Specification Standards No. 11**", published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid the bidder certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to the first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

MAINTENANCE OF RECORDS ON RECOVERED MATERIALS IN PAPER PRODUCTS: When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26987, May 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will the prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the contract shall be divided into up to five periods. The first period shall extend from September 1, 2000 to August 31, 2001. Each additional period shall extend from September 1st of the subject year to August 31st of the following year. The first workday of the follow-on periods shall be the effective date of the price adjustment period. There shall be no price adjustment for orders placed during the initial contract year under this contract.

Price adjustment: The prices shall be adjusted on the basis of the "**Consumer Price Index For All Urban Consumers - Commodities Less Food**", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

(1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted "**Consumer Price Index For All Urban Consumers - Commodities less Food**" (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending three months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

(2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds at the time of award is not considered sufficient for any program period other than the first program period. Upon availability to the Contracting Officer of additional funds sufficient for performance of the full requirements for each succeeding program period, the Contracting Officer has the option to extend the contract for one year periods as defined heretofore, provided that such notice is given by the date specified in the "**NOTIFICATION**" clause, and is given in writing.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available, for which the Government has exercised its option for additional year(s) performance, and as obligated by each print order.

The contractor is not to incur costs for the performance required for any program period after the first unless and until notification is given in writing by the Contracting Officer of an increase in availability of funds and that the option year(s) is exercised in accordance with the first paragraph of this clause. If so notified, the contractor's obligation shall be increased only to the extent contract performance is required for the additional program year for which funds have been made available.

In the event of termination pursuant to the article entitled "**Termination for the Convenience of the Government**" in GPO Pub. 310.2, the terms "total contract price" as used in that article refers to the amount available for performance of this contract, as provided for in this clause, and the term "work in process" as used in that article refers to the work under the program period requirements for which funds have been made available. In the event of termination for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

NOTIFICATION: The contractor will be notified on or before July 1st of availability or nonavailability of funds and of the Contracting Officer's decision to exercise the option for a subsequent period.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "**Print Order**" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2000 through August 31, 2005. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. When mailed, a print order shall be "**issued**" for purposes of the contract at the time the Government deposits the order in the mail.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "**ORDERING**". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page one of these specifications.

The Government shall not be required to purchase from the contractor requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the

contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders that provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the **"ORDERING"** clause of this contract.

METHOD OF SHIPMENT: The contractors shall ship by any reasonable method to insure prompt delivery at destinations. Shipments must be made direct to the destination stated in the specifications and must be **shipped** to that point **on or before** the ship/deliver date on the print order provided it is to a location(s) in Zones 1 thru 8

SHIPPING CHARGES: Bidders are to quote a price for shipping to destinations within each of the eight zones. The prices quoted, as applicable, will be applied to the weight of the ordered quantity. No adjustment in the amount of shipping charges will be allowed because of gratuitous over deliveries. However, when deliveries are subject to a special charge (i.e. **"INSIDE DELIVERY"** etc.) pursuant to regularly published tariffs duly filed with the Federal and/or State regulatory bodies governing the carrier, such separate charges shall be listed on the contractor's voucher/invoice and will be paid for at actual cost.

PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Printing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation.

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Printing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available by calling 202-512-0800 (or toll free 1-800-245-5476), by fax request to 202-512-1410, or it may be downloaded from the GPO Internet site at **"<http://www.gpo.gov/procurement/gpo3881.pdf>"** as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, **"Public Voucher for Purchases"** has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

PAYMENT: Submit all vouchers/invoices to: **Comptroller, U.S. Government Printing Office, North Capitol and H Streets, NW, Washington, D.C. 20401**.

OPTIONAL PAYMENT PROCEDURE: The Government Printing Office (at its option and by written notice) may utilize the following procedure. Vouchers/invoices for the work will be sent to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. This certification by the ordering agency will suffice in lieu of submitting a completed sample with the contractor's voucher/invoice. After certification by the ordering agency, a copy of the approved voucher/invoice is to be submitted to the Denver RPPO immediately via fax (303) 236-5304 to: **ATTN: Kathy Ehler or Stan French, M/F Credit Card Entry/Program 2868-S.** Failure by the contractor to fax the certified voucher/invoice to the Denver RPPO may result in the contractor not being paid in a timely fashion.

SUBMISSION OF BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted direct to GPO offices will not be considered.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of brochures, (i.e. single sheet items), booklets and pamphlets in two formats based upon product (single leaf products under **Format "A"**, and multiple leaf products under **Format "B"**), and requiring such operations as film making including process separations, proofs, printing, binding, packing, shipping, and distribution.

TITLE: BLM, USGS, & USDA Process Printing (Booklets, Pamphlets, and Brochures).

FREQUENCY OF ORDERS:

- **Formats "A"** - Approximately 15 orders per year.
- **Formats "B"** - Approximately 25 orders per year.

NOTE: An order may be placed for **both Formats** on the same order where common materials (i.e. Illustrations, Color Transparencies, etc.) are to be used on different pieces.

QUANTITY:

- **Format "A"** - Approximately 20,000 copies per order ranging from about 5,000 to over 30,000 copies with an occasional order for less than 5,000 copies.
- **Format "B"** - Approximately 5,000 copies per order ranging from about 500 to over 8,000 copies.

NUMBER OF PAGES:

- **Formats "A"** - Single leaf printed face only or face and back.
- **Formats "B"** - Approximately 8 to 64 pages with or without separate covers per order.

TRIM SIZES:

- **Format "A"** - From 203 x 229 mm (8 x 9") up to & including 508 x 648 mm (20 x 25½"). Payment will be based upon page size units of 606 sq. cm. (94 sq. in.) each.
- **Format "B"** - From 102 x 229 mm (4 x 9") up to & including 216 x 279 mm (8½ x 11") (including album style). Approximately 95% of the orders will be for 216 x 279 mm (8½ x 11") trim size products.

GOVERNMENT TO FURNISH: The Government may provide any combination of the following in addition to the print order:

- Camera Copy consisting of reproduction (artboard) copy; overlays, photoprints for halftones, full-color artwork (including photoprints, 35mm transparencies, artwork with colors separated by overlays or key lines) and/or other reproducible materials. Various focuses will be required; and
- Occasionally, the Government will furnish illustration film negatives (peel-coats and scribe-coats and/or composite film negatives) that will require stripping or surprinting. Note: In most cases composite films furnished will be 133 or 150-line screen. The contractor must match screen values as indicated on the print order.
- Offset films, including film separations, may be furnished for reprints. In some cases these films will be stripped up on flats for a 1016 mm (40") press. The Government can NOT guarantee register on furnished film negatives.
- Electronic files will be provided for the contractor from which they are to create new camera copy/film negatives/direct plate imaging. Files will be provided as follows:

Platform: IBM or MAC electronic files in PC format.

Media: Electronic media in the form of mass storage systems (SyQuest removable hard disks, DAT or 8 mm tape, Magneto-Optical (MO) disk, etc.), Iomega Zip or JAZ cartridges, CD-ROM's and/or 89 mm (3½") double or high density diskettes.

Software: Any combination but not limited to the following: Adobe PhotoShop, Adobe PageMaker, Adobe Illustrator, Quark Xpress, Corel Draw and Publisher; Aldus PageMaker and FreeHand,

Microsoft Word 97, Software Publishing Harvard Graphics; and similar main stream software/applications. The contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely. This particularly includes symbol fonts like Zapf Dingbats and Carta. The ordering agency will provide paper copy to proof against. The contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. NOTE: The contractor is to support upgrades of application software within one month of notification by ordering agency.

Fonts: Various PostScript Type 1 (printer and screen) fonts and True Type fonts will be provided with each order. NOTE: The fonts provided are the property of the ordering agency and are provided for use on the order only. Using the furnished fonts for any job other than this one violates copyright law. All fonts should be eliminated from contractor archive immediately after completion of the production run.

Data will be provided in native application format with all necessary scans and graphics properly linked and in final position. Some files may be compressed using PKZip or similar compression software. Black & White halftones may be scanned into files for position only (FPO) and contractor will be **required** to scan the original material and to replace the FPO image(s) for printing.

INSPECTION OF ELECTRONIC FILES: The contractor is to perform a basic check (preflight) of the furnished files. The check should look for missing or damaged files, missing or damaged fonts, damaged disks, missing bleeds, improper trim size, improper color definition, and so on. The contractor is responsible for creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, and defining proper file output selection for the imaging device being used. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the agency **IMMEDIATELY** upon discovery.

The contractor must provide corrected native applications files (digital deliverables) if files are modified during production upon delivery of the printed product. The contractor shall make all revisions to the electronic files. Prior to making revisions the contractor shall copy the furnished files and make all changes to the copy. The digital deliverables must be an exact reproduction of the final printed piece in native application file format (includes all files), and must be returned on the same media as the supplied files. The Government will NOT accept as digital deliverables PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats unless specifically requested elsewhere in these specification.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "**GOVERNMENT TO FURNISH**", necessary to produce the product(s) in accordance with these specifications.

CONSULTATION: It's anticipated that prior to placing a print order or during the course of production of an order, the ordering agency may consult with the contractor (over the telephone or face-to-face contact) regarding technical matters under the specifications involving electronic media. A majority of consultations will be limited to short telephone and/or person- to-person inquiries of a technical nature which will NOT require access to the contractor's electronic pre-press system (EPPS). This level of consultation, which may occur frequently, shall be at no cost to the Government.

For more complex consultations (i.e. those that require agency data be downloaded into contractor's EPPS for viewing and, if necessary, manipulation), a timework charge will be permitted. This level of consultation requires the issuance of a print order as the consultation will be job specific. The time involved will be agreed upon by the ordering agency and the contractor upon completion of the consultation and added to the print order. Any disagreement on the amount of chargeable time shall be referred to the Contracting Officer for final resolution.

FILMS (from reflective/transparent originals): The contractor must make all films required. All halftones and 4-color process separations may be produced through photomechanical methods or through high-end drum mounted scanners capable of the equivalent of 175-line screen resolution, and are to be 150-line screen or finer. In the event that the original art is scanned, transparencies must be oil mounted on the drum. If a screen value is not given, resolution of a 150-line screen is inferred.

FILMS (from electronic media): The contractor must make all line and screened film negatives required including replacement of low resolution line or halftone illustrations with scanned-in high resolution images. NOTE: At the contractor's option, **outputting of electronic files direct to plates** may be employed.

FILMS (either source): 4-Color Process Films: The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, excessive opaquing, or require any other hand or camera work; must contain at least 3 sets register marks positioned on opposite sides of the image or suitable pin registration. Films must have a minimum 6 mm (1/4") working margin on all 4 sides of the image.

Films delivered to the Government are to be packed flat. **Do Not Roll.** Five printed copies of the completed product must be packed with the films. The printed copies are **in addition** to the copies ordered on the print order.

PLATEMAKING: When negatives or camera copy are furnished, multiple films for the same color **may** be required. When multiple films for a color are required specific authorization from the Government will be specified on the print order. A surprint will be allowed for each additional overlay or negative after the initial overlay or negative for that color on that product. All required screen tints are to be furnished by the contractor.

PROOFS: **When ordered**, the contractor will furnish one or more of the following: One complete set of composite Dylux or equal proofs in book form. At the contractor's option, digital proofs created using the same Raster Image Processor (RIP) that will be used to produce the product may be furnished. Proofs must be uniform in size and contain a single page to a sheet. Illustrations must be composited (not pasted) in position. Color key (3-M or equal), one set of one-piece laminated (Cromalin or equal) , or electrophotography color proofs (digital color proofs or equal). Color fidelity and quality of the full-color, one-piece laminated proofs must be of such a high quality as to permit their use in establishing print quality during a subsequent press sheet inspection. These proofs must have illustrations and text matter composited.

If any contractor's errors are serious enough, in the opinion of the GPO, to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an **"OK to print"**.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the **"Government Paper Specification Standards No. 11"** dated February 1999. Paper used under this contract **MUST** conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All cover stock must have the grain parallel to the spine and scored on the fold.

Stock will be indicated on each print order from the following choices:

- White Litho Coated Book, grammage 105 g/m² (basis weight 25 x 38", 70 lbs. per 500 sheets) equal to JCP Code A180.
- White Matte Coated Offset Book, grammage 105 g/m² (basis weight 25 x 38", 70 lbs. per 500 sheets) equal to JCP Code A240.
- White Litho Coated Book, grammage 150 g/m² (basis weight 25 x 38", 100 lbs. per 500 sheets).
- White Matte Coated Offset Book, grammage 150 g/m² (basis weight 25 x 38", 100 lbs. per 500 sheets).
- White Litho Coated Cover, grammage 215 g/m² (basis weight 20 x 26", 80 lbs. per 500 sheets) equal to JCP Code L10.
- White Matte Coated Cover, grammage 215 g/m² (basis weight 20 x 26", 80 lbs. per 500 sheets) equal to JCP Code L50.
- White or Colored Smooth Finished Cover Stock 215 g/m² (basis weight 20 x 26", 80 lbs. per 500 sheets).
- Fiber Flecked Uncoated Cover Stock (Hammermill Via Neutrals or equal) 215 g/m² (basis weight 20 x 26", 80 lbs. per 500 sheets).

PRINTING:

- **Format "A"** - Single, multiple, and/or 4-color process printing either face only or face and back.
- **Format "B"** - Single, multiple, and/or 4-color process printing face and back.

The contractor is to mechanically match process equivalents to Pantone ink color call outs (ProMatch or equal) when run in conjunction with 4-Color process printing (Pantone colors may be used at the contractor's option at no additional cost to the Government). Heavy ink coverage can be expected on most orders. It is anticipated that approximately 20% of the orders placed may be for two or three colors only. An occasional order may require varnish (gloss, matte, spot, or flood coat) and will be indicated on the print order.

NOTE: Printing of 4-color process orders must be printed on a press capable of printing four colors in a single pass through the press (i.e. **minimum four-unit press**).

PRESS SHEET INSPECTION (PSI): Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a PSI is required, it will be specified on the individual print order. See GPO Pub. 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

The PSI must be scheduled during official Government workdays (i.e. Monday through Friday holidays excepted).

The contractor shall notify the Government Printing Office of the date and time the press sheets will be available. In order that proper arrangements can be made, notification must be given at least **four**

working days in advance of the time scheduled for inspection of the press sheets. Notify the **Denver Regional Printing & Procurement Office, telephone area code (303) 236-5292**.

Contractor must furnish a suitable viewing light for color transparencies during press sheet inspection. Examples of acceptable viewers are Macbeth Avlit Standard View Model T-214, Macbeth Proofite Model V-135 or Macbeth Examo-Lite Fixture Model TC-440.

MARGINS: Margins as indicated on copy or print order. It is anticipated that there will be bleeds on all sides in both formats.

BINDING: Bind as indicated on the print order.

- **Format "A"** - Trim 4 sides to size indicated. Fold per folding dummies when ordered. All orders utilizing cover weight stock must score on fold(s). Folding, when ordered, may consist of up to four (4) parallel folds and, when the page depth exceeds approximately 229 mm (9"), one (1) angle fold. Occasionally an order will require a "gate" fold.
- **Format "B"** - Saddle-wire stitch in two places on the binding edge, with or without separate covers, and trim three sides. On occasion adhesive (Perfect) bind with glued on wrap around covers and trim three sides. Also occasionally an order will require black plastic coated metal spiral binding. The contractor will be required to drill and furnish wires of a suitable capacity.

PACKING: Wrap (kraft paper or shrink-film at contractor's option) in units of 50 or 100 as ordered for **Format "A"** work only. Pack all work in shipping containers with containers not exceeding 20-kilograms (45 pounds) when fully packed.

INSPECTION SAMPLES: The first two copies (if ordered) must be sent for inspection to the **U.S. Government Printing Office, Denver Regional Printing Procurement Office, Building 53, Room D-1010, Denver Federal Center, Denver, Colorado 80225-0347**, Attn: Inspection Samples.

These copies shall be considered as sample copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which these samples were ordered. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. Contractor will be notified of the test results only if there are deficiencies.

QUALITY ASSURANCE SAMPLES: In lieu of the two inspection samples, and in addition to the Departmental Quality Samples, the contractor may be required to submit quality assurance samples for inspection and testing for compliance to the product specifications. The print order will indicate the number of samples required, if any, and the method of selection to be used. The contractor will be required to execute a statement furnished by GPO certifying that samples were selected as directed. These copies will be paid for at the running rate quoted in the contractor's bid and their cost will not be a consideration for award. A copy of the print order/specification must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance samples. The samples are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each sublot. Do not choose copies from the same general area in each sublot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included with the samples.

DISTRIBUTION: All prices bid are f.o.b. destination except as indicated under "**Shipping Charges**" in the contract "**SCHEDULE OF PRICES**".

A single shipment or several shipments totaling 54 kilograms (120 pounds) or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable traceable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. Government bills of lading will be furnished by the GPO or the agency for all shipments requiring a bill of lading. The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day.

The contractor must contact the U.S. Government Printing Office in Denver, Colorado, 80225-0347, phone (303) 236-5292, as soon as possible to request a GBL. No extension in time will be allowed due to failure to request the GBL in a timely manner.

The following distribution will be required on **all Colorado BLM orders ONLY**.

3 copies to:

**U.S. Bureau of Land Management
National Business Center
Building 50, Entrance S-4, BC-650B
Denver Federal Center
Denver, Colorado 80225**

2 copies to:

**U.S. Department of the Interior
Bureau of Land Management
Chief of Public affairs, WO130
1849 "C" St., N.W., Room 5600
Washington, D.C. 20240**

On occasion the government will require delivery to the following 2 addresses. The contractor will be reimbursed as above or as indicated under "**Shipping Charges**" in the contract "**SCHEDULE OF PRICES**".

INSIDE DELIVERY REQUIRED ON ALL ORDERS.

**Library of Congress
Madison Building
Exchange and Gift Division
Federal Documents Section
"C" Street (between 1st & 2nd) SE
Washington, D.C. 20540**

**U.S. Government Printing Office
Depository Copies, M/F: *
Depository Receiving Section
Jackson Alley, Room A-150
Washington, D.C. 20401
* to be noted on each order**

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. The contractor must not start production of any job prior to receipt of the individual print order.

The contractor will be required to pickup print order, copy, furnished materials, and proofs at one of the following addresses, and deliver finished copies (as ordered) to the same:

Arrangements will be made by the Government to wrap or otherwise prepare the furnished material in preparation for delivery to the contractor's plant.

INSIDE DELIVERY REQUIRED ON ALL ORDERS.

**Department of the Interior
Bureau of Land Management
National Business Center, Bldg. 50, BC-650B
Denver Federal Center
Denver, CO 80225-0047**

**U.S. Department of the Interior
Bureau of Land Management
Building 41, Entrance E-16
Denver Federal Center
Denver, CO 80225-0047**

**Department of the Interior
Bureau of Land Management
Montana State Office
222 North 32nd St.
Billings, MT 59101**

**Department of the Interior
Bureau of Land Management
Wyoming State Office
2515 Warren Avenue
Cheyenne, WY 82001**

**U.S. Department of the Interior
Bureau of Land Management
Oregon State Office
1300 NE 44th Ave.
Portland, OR 97213**

**U.S. Geological Survey
Reports Unit
Suite 600
1201 Pacific Avenue
Tacoma, WA 98402**

**U.S. Geological Survey, WRD
Colorado District
Building 53, Room E2313
Denver Federal Center
Denver, CO 80225**

**USDA-Forest Service
Alaska Region (907)586-8839
P.O. Box 21628
709 West 9th Street
Juneau, AK 99801**

**USDA-Forest Service
Seward Ranger District (907) 224-3374
334 Fourth Avenue
Seward, AK 99664**

**USDA-Forest Service
Sitka RD Warehouse(907) 747-4216
2108 Halibut Point Road
Sitka, AK 99835**

**USDA-Forest Service
State & Private Forestry (907) 271-2575
Suite 522
3301 "C" Street
Anchorage, AK 99503-3956**

The deliver/shipping date scheduled will be indicated on the print order and shall bind the contractor.

The ship/deliver date indicated on the print order is the date products ordered must be **shipped** to the designated address or addresses.

Complete production and distribution must be made within **20 workdays**.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld no more than five (5) workdays from receipt at the ordering office until they are made available for pickup by the contractor. NOTE: When proofs are required there will be an additional seven workdays added to the schedule.

The proof hold period by the Government begins when the proofs are **received** by the designated party and ends when the contractor is notified that the proofs are **available for pick-up** by the contractor or their designated service.

Proofs, along with the Government furnished material, a copy of the specifications, the contractor's usual proof cover memo form, and information identifying a point of contact and their phone number at the contractor's plant will be sent directly to the ordering agency by the contractor. The contractor is directed to use the furnished "**Proof**" label (or contractor's standard "**Proof**" label provided it contains a full identification of the order) and to include a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. **The cost of transporting of the proofs and the furnished materials BOTH ways is to be borne by the contractor.** The contractor has the option of using their own personnel to pick up and deliver the proofs. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

Orders exceeding 50,000 copies will have an **additional five workdays** allowed in the schedule.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

The contractor must return **ALL** Government furnished materials (GFM) as well as any negatives, etc. required under the terms of this contract. These materials must be packaged flat and returned separate from the order by registered mail or alternate traceable means. The contractor must be able to produce a separate signed receipt for these materials any time during the course of the contract. Materials are to be returned to the pickup address unless otherwise indicated on the print order. **All materials must be returned within five workdays of completion of the job.**

ALL COSTS ASSOCIATED WITH PICKUP AND DELIVERY OF GOVERNMENT FURNISHED MATERIALS AND PROOFS WILL BE BORNE BY THE CONTRACTOR.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices bid in the "**SCHEDULE OF PRICES**" to the following units of production which are the estimated requirements to produce approximately **one year's orders** under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

The following item designations correspond to those listed in the "**SCHEDULE OF PRICES**".

I. FILMS (Camera Copy)

- (a) **1,490**
- (b) **16**
- (c) **166**
- (d) **132**
- (e) **76**
- (f) **840**
- (g) **28**
- (h) **1,120**
- (i) **20**
- (j) **2**
- (k) **124**

II. FILMS (Electronic Media)

- (a) **5**
- (b) **52**
- (c) **88**
- (d) **29**
- (e) **252**
- (f) **24**
- (g) **220**
- (h) **100**

.		(1)	(2)	(3)	(4)	(5)	(6)
III	(a)	30	600	16	320	90	1,800
	(b)	124	620	82	410	396	1,980

IV.	(a)	611	(e)	100
	(b)	1,132	(f)	100
	(c)	411	(g)	38
	(d)	332	(h)	12

V.	(a)	566	VI.	(a)	18
	(b)	3,232		(b)	6
	(c)	300		(c)	3
				(d)	3
				(e)	3
				(f)	5
				(g)	3
				(h)	6

NOTE: Travel expenses and per diem to be incurred by the Government for press sheet inspections will be considered in determining award. This will be based on sending one agency representative per press sheet inspection. The representative will come from any of four areas (estimated as follows: six from Denver, CO; one from Billings, MT; one from Portland, OR; and two from Cheyenne, WY) for an average of two calendar days stay on each.

NOTE: The contractor **MUST** have in-house a four-unit press capable of printing a 508 x 648 mm (20 x 25½") sheet.

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SECTION 4. - SCHEDULE OF PRICES

Bids are f.o.b. destination.

Bids for each item listed in its respective format group, as defined in "**SECTION 2 – SPECIFICATIONS**", must include the cost of all required materials and operations in accordance with these specifications.

The bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive. Bids submitted with "**NB**" (No Quote), "**NA**" (Not Applicable), or blank spaces for an item may be declared nonresponsive.

An entry of "**NC**" (No Charge) shall be entered if the bidder intends to furnish individual items at no charge to the Government.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

The Contracting Officer reserves the right to reject any bid that contains prices for individual items of production (whether or not such items are included in the "**DETERMINATION OF AWARD**") that are inconsistent or unrealistic in regard to other prices in the same bid or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers/invoices submitted to the GPO shall be based on the most economical method of production.

A charge will be allowed for each printed side (times its number of trim/ page size unit(s) of the finished product) under **Format "A"**, and a charge will be allowed for each printed page, text and/or cover, under **Format "B"**.

For billing purposes where applicable, a trim/page-size unit is defined as 606 sq. cm. (94 square inches). Any fractional size is rounded up to the next largest unit.

All fractional parts of 1,000 will be prorated at the per 1,000 rate.

- I. FILMS FROM REFLECTIVE/TRANSPARENT ART: To determine the number of units in a piece of film divide the total square inches of the trim size of the product by 606 square centimeters (94 square inches), fractions will be counted as a whole. No charges will be allowed for films furnished by the Government.

Trim/Page-Size Film: One basic charge will be allowed for each color on each printed side (face or back) of the product.

(a) Trim/Page-size unit from camera copy per film \$ _____

Illustrations: An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and/or that requires a separate exposure. The price bid should include the cost of all proofs, materials, and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film.

(b) Line..... per illustration..... \$ _____

(c) Square-finish halftone..... per illustration..... \$ _____

Color Corrected 4-color Process Films of Illustrations: Price quoted is for a complete set of four-color process films, either scanned or shot, for strip-in in the image size indicated.

(d) First 161 sq. cm. (25 sq. in.) image..... per set..... \$ _____

(e) Each add'l 161 sq. in. (25 sq. in.) per set..... \$ _____

(f) Composite Dylux or equal proofs..... per trim/page size unit..... \$ _____

(g) Color overlay proofs (3-M Color Key or equal)
per color, per trim/page size unit..... \$ _____

(h) Full-color One-Piece Laminated Proofs (Cromalin or equal)
per color, per trim/page size unit..... \$ _____

(i) Strip-ins (including film)..... per strip-in..... \$ _____
Charge under "**Strip-ins**" provides for making a film of folio line, signature line, or other minor correction and stripping into position. Only one charge will be allowed for each strip-in regardless of the number of sides stripped together.

(j) Timework..... per hour..... \$ _____
Operations involving furnished reflective art which cannot be properly classified under any other item shall be charged as "**Timework**". Timework will be allowed only when prior approval has been obtained from the Contracting Officer and a contract modification issued. The GPO reserves the right to determine the acceptable amount of time to be allowed for such charges.

(k) Surprint per surprint..... \$ _____
Surprints will be allowed when films are furnished and when specified on the print order. When authorized, a surprint will be allowed for each burn required after the initial burn per plate.

(Initials)

II. FILMS (AND CONSULTATION) FROM ELECTRONIC MEDIA: Prices quoted are for all materials and services involved in consultation and/or outputting film negatives from Government furnished electronic media.

- (a) Consultation..... per hour..... \$ _____
Consultation (as defined in "**SECTION 2 – SPECIFICATIONS**") charges are applicable **only** when Government electronic files are downloaded into contractor's EPPS and are authorized on the print order.
- (b) Square-finish halftone..... per illustration..... \$ _____
Scanned halftone including its importation into file(s) to replace a low-resolution image or as a new image on a basic page.
- Color Corrected 4-color Process Films of Illustrations: Price quoted is for a complete set of scanned four-color process films, including their importation into file(s) to replace a low resolution image or as part of a basic page.
- (c) First 161 sq. cm. (25 sq. in.) image..... per set..... \$ _____
- (d) Each additional 161 sq. in. (25 sq. in.) per set..... \$ _____
- (e) Composite Dylux or equal proofs..... per trim/page size unit..... \$ _____
- (f) Color overlay proofs (3-M Color Key or equal)
per color, per trim/page size unit.. \$ _____
- (g) Full-color One-Piece Laminated Proofs (Cromalin or equal)
per color, per trim/page size unit.. \$ _____
- (h) Digital color proofs or similar..... per trim/size page unit..... \$ _____

III. PRINTING, BINDING, PACKING AND DISTRIBUTION: Additional colors of ink on 4-color process pages, including Varnish, will be paid for under "**Additional Ink Colors**" (Items (3) and (4)) below).

	<u>Printing in single Ink</u>		<u>Printing in additional</u>		<u>Printing in 4-color</u>	
	<u>Color</u>		<u>Ink color(s)</u>		<u>Process</u>	
	<u>Makeready</u>	<u>Per</u>	<u>Makeready</u>	<u>Per</u>	<u>Makeready</u>	<u>Per</u>
	<u>and Setup</u>	<u>1,000</u>	<u>and Setup</u>	<u>1,000</u>	<u>and Setup</u>	<u>1,000</u>
	<u>Charges</u>	<u>Copies</u>	<u>Charges</u>	<u>Copies</u>	<u>Charges</u>	<u>Copies</u>
	(1)	(2)	(3)	(4)	(5)	(6)
(a) Format "A" - per printed side ..	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) Format "B" - per printed page	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

It is anticipated that 95% of orders under III. (b) will be for saddle stitch products and the remainder for adhesive (perfect) binding.

(Initials)

IV. STOCK: Computation of the net number of leaves will be based on the following trim/page size units (cost of any stock required for makeready or running spoilage must be included in the prices quoted): A trim/page-size unit is defined as 606 sq. cm. (94 sq. in.). Any fractional size is rounded up to the next largest unit.

Per trim/page size unit as above.	<u>Per 1000 Leaves</u>
(a) White Litho Coated Book, 105 g/m ² (70 lbs.)	\$ _____
(b) White Matte Coated Book, 105 g/m ² (70 lbs.)	\$ _____
(c) White Litho Coated Book, 150g/m ² (100 lbs.)	\$ _____
(d) White Matte Coated Book, 150 g/m ² (100 lbs.)	\$ _____
(e) White Litho Coated Cover, 215 g/m ² (80 lbs.)	\$ _____
(f) White Matte Coated Cover, 215 g/m ² (80 lbs.)	\$ _____
(g) White or Colored Smooth Finish Cover, 215 g/m ² (80 lbs.)	\$ _____
(h) Fiber Flecked Uncoated Cover Stock 215 g/m ² (80 lbs.)	\$ _____

V. ADDITIONAL OPERATIONS:

- | | | |
|---|------------------------|----------|
| (a) Folding (under Format "A" only) | per 1,000 copies | \$ _____ |
| (b) Wrapping or Shrink-film packaging | per package | \$ _____ |
| (c) Black Plastic Coated Metal Spiral Binding | per each | \$ _____ |

(Initials)

VI. SHIPPING CHARGES: The following charges cover the cost of shipping to destinations within each of the eight (8) zones. Charges must be submitted in the order and manner requested; minimum charges will **not** be accepted.

Shipments of 54 kg (120 lbs.) or less must be made via Fourth-Class U.S. Postal Service or small carrier equivalent (reimbursable & traceable). Reimbursement for transportation costs for shipments exceeding 54 kg will be made in accordance with the contractor's quoted shipping charges. Bidders must quote a "**per cwt.**" charge for each zone listed below. Fractional parts of 45 kg (100 lb.) shipments will be pro-rated at the "**per cwt.**" rate.

	<u>Shipments over</u> <u>54 kg (120 lbs.)</u>	<u>Delivered/</u> <u>Shipped</u> <u>to Zone</u>
(a)	Cost per 45 kg (cwt.)... \$ _____	1
(b)	Cost per 45 kg (cwt.)... \$ _____	2
(c)	Cost per 45 kg (cwt.)... \$ _____	3
(d)	Cost per 45 kg (cwt.)... \$ _____	4
(e)	Cost per 45 kg (cwt.)... \$ _____	5
(f)	Cost per 45 kg (cwt.)... \$ _____	6
(g)	Cost per 45 kg (cwt.)... \$ _____	7
(h)	Cost per 45 kg (cwt.)... \$ _____	8

EXPLANATION OF SHIPPING ZONES: Destinations which are located within the various western states and the District of Columbia will fall within one of eight (8) zones, as defined hereinafter:

- Zone 1** - ICC Commercial zones of Denver and Boulder, Colorado.
- Zone 2** - ICC Commercial zone of Cheyenne, Wyoming.
- Zone 3** - ICC Commercial zone of Billings, Montana.
- Zone 4** - ICC Commercial zone of Portland, Oregon.
- Zone 5** - ICC Commercial zone of Tacoma, Washington
- Zone 6** - The Continental United States west of the Mississippi River excluding those areas in Zones 1 through 4.
- Zone 7** - Maryland, Virginia, and the District of Columbia.
- Zone 8** - Alaska

SHIPPING COSTS: Deliver all shipments f.o.b. destination in accordance with "**SHIPPING CHARGES**" under Items VI. (a) through (h) in the "**SCHEDULE OF PRICES**".

For the purpose of compensating suppliers for shipping charges to destinations falling within the eight (8) zones, except as provided under "**SHIPPING CHARGES**" hereinbefore, bidders are to quote a price as indicated in "**Item VI. – SHIPPING CHARGES**". The prices bid, as applicable, will be applied to the weight of the **ordered** quantity.

Caution: Bidders are cautioned that Government Bills of Lading will **NOT** be furnished for the majority, if any, of the orders placed on this contract. Shipments are to be made at the contractor's expense in accordance with "**SHIPPING CHARGES**" and "**SHIPPING COSTS**".

(Initials)

BIDDER'S NAME AND SIGNATURE: Fill out and return one copy of all pages in "**SECTION 4 - SCHEDULE OF PRICES**", including initialing where indicated, and submit with an original, signed copy of GPO Form 910, "**Bid.**" Do not enter bid prices on GPO Form 910. NOTE: The "**SCHEDULE OF PRICES**" will prevail in instances where prices are inadvertently entered on the GPO Form 910.

Bidder _____

Contractor's Code

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

e-mail address

BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "BID" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.